

Be sure to check out the links on the dashboard, as seen below, for a step by step video of how to access content.

Learning Village 2.0.7.32



Welcome to the NEW GEMS (Guilford Education Management System)!

[Elementary Teachers Start Here.](#)

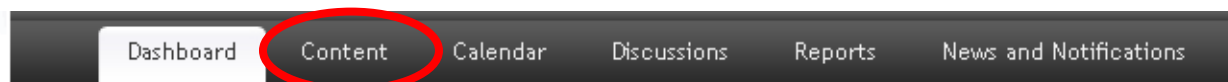
[Middle School Teachers Start Here.](#)

[High School Teachers Start Here.](#)

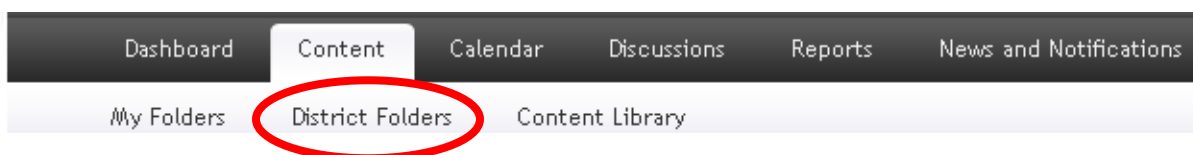
[Learn How to Bookmark Content Here.](#)

Accessing Content



1. Along the top of the dashboard is a toolbar with shortcuts to several functions. To access material specific to your curriculum, click the Content button on the toolbar.

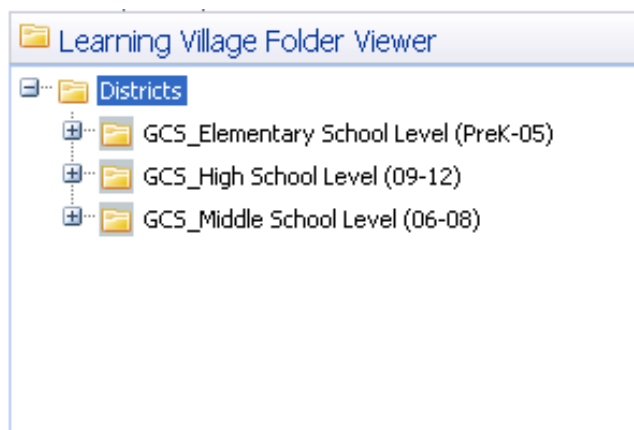


2. After clicking on the Content button, three options will appear below the toolbar: Content Library, District Folders, and My Folders. Click on District Folders for the content folder list.



3. To view content items inside a folder:

- Click the **plus sign**  next to a folder to expand the folder and see a list of the folders within it. When clicked, the plus sign will change to a **minus sign** .



- Click the folder title in the folder list on the left. A list of the content items contained in that folder will appear in the right-hand pane.

Delete Item		Move Item	
Status	Title	Author	Grade
	MATHEMATICS: 06 Grade	hnhpm	6

- Click the title of any content item you want to view. The item will open in a new window.
- Only links will take you to content. If you try to click on a folder, it will not work. Be sure to click on the **plus sign** until they disappear. Then click on a title.
- When you are done, close the window to return to the **District Folder**.

The **My Folders** page is divided into two sections. The left side of the page displays the hierarchical list of folders and subfolders you have created.

You can create, edit, move, and delete folders in the **My Folders** hierarchy. On the folder list on the left, you can use the right mouse button to click on the name of a folder

and then select an action from the pop-up menu.

Learning Village 2.0.7.22

Learning Village Folder Viewer

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The right side of the page displays the subfolders or content item links in a selected folder. From the content list, you can view content items, delete and move bookmarks, and modify folders and their contents.

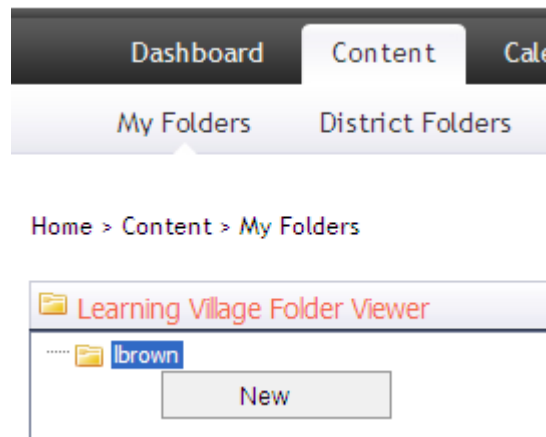
Alternatively, in the detail list on the right, you can highlight the row that contains the folder you want to modify and then click one of the buttons across the top of the list. Regardless of which method you use, the steps necessary to perform the actions are the same.


Delete Item		Move Item		Edit Folder		New Folder	Delete	Move
Status	Title	Author	Grade	Subject	Course	Standards		
	06 - 08 Social Studies GCS_0K-12 Courses	secss	6, 7, 8	SOCIAL STUDIES: Secondary	Grade 6 Social Studies, Grade 7 Social Studies, Grade 8 Social Studies			

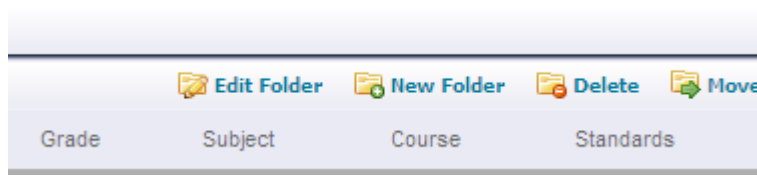
New Folder


You can add new folders to the **My Folders** hierarchy.

- There are two ways to create a new folder. In the folder list on the left, use the right mouse button to click on the folder in which you want to create your new folder, and then select **New** from the pop-up menu.



The second way is to highlight the row that contains the folder in the list on the right, and then click the  **New Folder** button at the top of the list.



- On the **New Folder** page that opens, type a **Title** and **Description** of the folder. The title is required, but the description is optional.
- Click the  **Spelling...** link to check the spelling of your new text if you want.
- Click **OK** when you are done.

Learning Village 2.0.7.16 > User Folders 0 > System Folder 1 > lbrown > New Folder

User Folders 0: New Folder

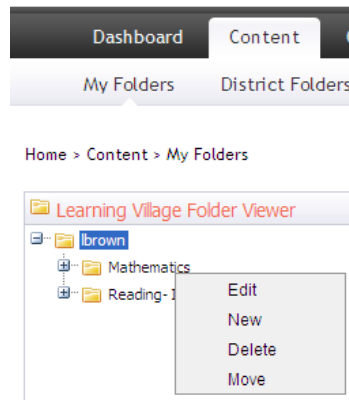
ABC Spelling... * indicates a required field


Name *	Reading Lesson Plans
Description	Lesson Plans for Intensive Reading

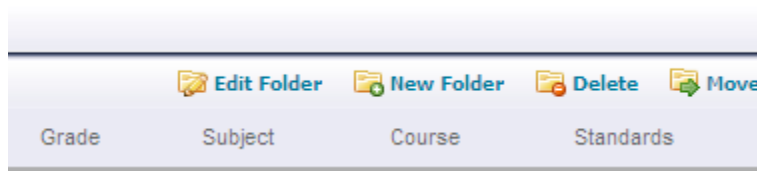
Delete Folder

You can delete a folder from the **My Folders** hierarchy.

- There are two ways to delete a folder. Use the right mouse button to click on the folder in the folder list on the left, and then select **Delete** from the pop-up menu.



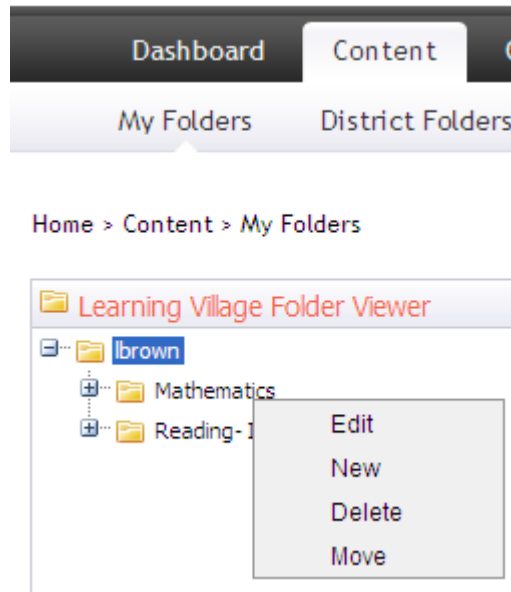
- or highlight the row that contains the folder in the list on the right, and then click the  **Delete** button at the top of the list.
- Click **OK** to confirm that you want to delete the folder.




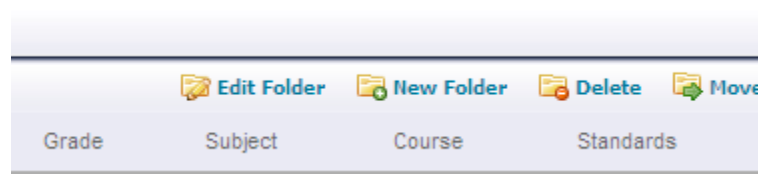
Move Folder

You can move a folder to another location in the **My Folders** hierarchy.

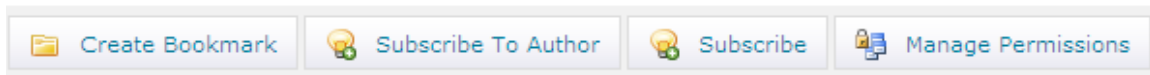
- There are two ways to move a folder. Use the right mouse button to click on the folder in the folder list on the left, and then select **Move** from the pop-up menu



- *Or* highlight the row that contains the folder in the list on the right, and then click the  **Move** button at the top of the list. A new window opens that lists all of the User Folders.
- In the *Folder* window, locate the folder where you want to move the selected folder, and then click the folder name to highlight it.
- Scroll to the bottom of the window and click the **OK** button.
- Close the window to return to the **My Folders** page.



Bookmarking Content



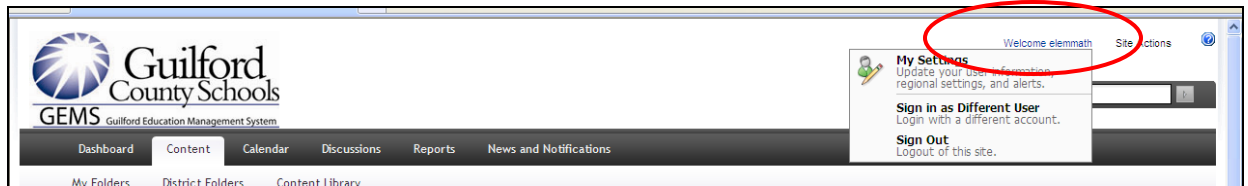
Create a Bookmark

On *the Bookmark Item* window that opens; select a **User Folder** where you would like to add the content item. Click **OK** when you are done.

Now when you click on My Folders, the page that was bookmarked will appear and save you from navigating through District Folders.

Logging Out of GEMS2

1. To Log out of GEMS2 properly, click the Welcome (your login) text in the upper right side of the screen. You may have to “hover” your cursor over the text for it to appear.



2. From the drop-down menu, select the appropriate logout option - Sign In as a Different User or Sign Out.